



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 18, 2009

MEMORANDUM

TO: Superintendents and Principals of High Priority Schools
Public School Academy Management Companies and Authorizers

FROM: Michael Radke, Ph.D. *Mike*
Assistant Director, Office of School Improvement

SUBJECT: Submission of Technical Assistance Packets via the Michigan Electronic Grants System (MEGS)

Title I schools that do not make adequate yearly progress (AYP) under the *No Child Left Behind (NCLB) Act of 2001* for two or more consecutive years are subject to certain requirements by their AYP phase. These requirements include parental letters of notification that detail AYP status, offer the choice for students to transfer to another school that is making AYP, and explain the availability of free tutoring for eligible students (supplemental educational services or "SES") enrolled in schools that are in AYP phase 2 or higher.

Each AYP phase of improvement, restructuring, or corrective action has additional requirements beyond the parental letters or notification. These include requirements for professional development and revisions to the school improvement plan.

The Michigan Department of Education (MDE) monitors Local Educational Agency (LEA) compliance with these NCLB requirements via MEGS. LEAs must complete a checklist for each identified building in their district. The checklists specify requirements according to AYP phase.

Some checklist items require the upload of documents as supporting evidence of compliance. Most notable are the parental letters of notification. LEAs with High Priority Schools were required to submit the letters of notification to MDE for review prior to the beginning of the current school year. Upon final approval, LEAs were advised that the letters of notification would be uploaded into MEGS. MEGS is now ready to accept the upload of these documents.

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Accessing and Completing the Report

As noted above, submission of the AYP Technical Assistance Packets is completed via MEGS. In MEGS, choose AYP Technical Assistance/Reporting from the list of applications (click on view/edit). The checklists are found under the program information header. Checklists are pre-populated with the identified schools in your district by AYP phase. Complete the checklist for each identified building.

Attachments such as the parental letters of notification for AYP status, public school choice, and SES must be uploaded under the "Attachments" header. This section is also pre-populated with identified schools by phase.

When all required checklists are completed and documents are attached, press the "submit" button to complete the report.

The submission deadline is March 20, 2009.

Thank you for your prompt attention to this communication. If you have questions or need more information, please feel free to contact Regina Allen or Bill Witt at 517-373-4140 or WittB1@michigan.gov.